



State of South Carolina  
**Agency Head Salary Commission**

1200 Senate Street  
6<sup>th</sup> Floor-Wade Hampton Office Building  
Columbia, South Carolina 29201  
(803) 734-2320

Senator Hugh K. Leatherman, Sr.  
Chairman

TO: Governor, Board/Commission Chairmen and Agency Heads

FROM: Hugh K. Leatherman, Sr.  
Chairman, Agency Head Salary Commission

DATE: May 28, 2013

RE: Agency Head Evaluations and Planning Stages; Training of Board  
and Commission Members

Agency head evaluation documents for FY 2012 - 2013 are due for submission to the Agency Head Salary Commission by August 15, 2013, for agency heads employed on or before October 1, 2012. Additionally, the planning documents for FY 2013 - 2014 are due by September 15, 2013. Both forms are available on the website <http://www.ohr.sc.gov/OHR/OHR-AHSC-index.phtm>, using your agency's login and password, as attached.

If you are unable to access the forms, please call Donna Foster at 803-737-0901, Boyd Shealy at 803-896-5130, or Susan Hance at 803-896-5064.

Please forward the documents to:

Donna Foster  
SC Budget and Control Board  
1200 Senate Street  
6<sup>th</sup> Floor, Wade Hampton Building  
Columbia, SC 29201

To assist with this process, staff is available to provide training for board or commission members. You may schedule training by contacting Donna Foster at 803-737-0901, Boyd Shealy at 803-896-5130, or Susan Hance at 803-896-5064.

Thank you for your commitment to this process.

Attachment